

---

September 1997

**WISCONSIN ILHR 10 FLAMMABLE & COMBUSTIBLE LIQUID STORAGE SYSTEM  
PLAN REVIEW GUIDELINES FOR INSTALLATION OR UPGRADE  
of  
FLAMMABLE and COMBUSTIBLE LIQUID STORAGE TANK SYSTEMS**

This document is designed to assist the applicant in the preparation of an application for installation or upgrade of aboveground or underground storage tank systems. It is not intended to supersede the requirements of ILHR 10. Guidelines for vapor recovery ERS-10024-P and corrosion protection ERS-10116-P are available on request.

All applications must be submitted using the most current application form. Please check the lower left corner for the current revision date. A new form is returned with every conditional approval. Forms may be requested in writing from this office.

1. Please note the increased number of choices for type of application. All areas that apply must be marked and appropriate fees paid. Please note that the boxes spill, overfill, tank and line leak detection need not be marked for new installations. All new installations are required to have these components in place. Mark those boxes only when upgrading a system.

2. The location section of application applies to the **site where the work is to be done** (tank location). This is to be a street address and/or fire number. A post office box is not an acceptable work site address for a tank application. **NOTE: THE TANK LOCATION IS NOT ALWAYS THE MAILING ADDRESS, PLEASE VERIFY ALL DATA PRIOR TO SUBMITTAL .**

3. Included in the location information is the request to indicate whether the municipality indicated for the tank is a city, village or town. It is imperative that the correct information is provided to complement our file system.

4. All applications must include the name and Fire Department IDentification number (**FDID**) of the fire department that provides coverage **of the tank location**. This number can be determined by contacting the proper authority or from the list provided to all certified installers and inspectors. Submittals sent to the state that require local level approval, due to tank size, will be returned.

The information in no. 4 is needed to verify the inspector of record for the location. The inspectors are assigned areas denoted by the FDID. The tank locator number is also based on the FDID. If you cannot find the LPO for the site it would indicate that the city does not have a local fire department.

5. Revision applications **must include the plan number of the plan being revised**. This number **is to be noted** on the application on the same line that the revision fee is indicated.

6. Please be aware that the certification section on the application has had the specific reference to the 100 foot well setback removed. The DNR has multiple setbacks that may apply to any given site. The person signing the application has the responsibility of verifying **all** applicable setbacks.

7. The application form now includes a section for the person certifying the plan application to print their name. This line must be completed.
8. It is requested that applications be submitted by and returned to Wisconsin registered ILHR 10 contractors.

**The following are items that are found to be missing on applications. Applications providing incomplete or improper information will be delayed. This may result in a financial impact to you or your client.**

1. The location of the emergency shut down devices at all vehicle fueling facilities.
2. A complete materials list as required by ILHR 10.10 (4) 16. & 17.  
*Please indicate make and model of dispenser and location of pump stop button if required.*
3. Corrosion protection applications for new and existing sites must contain at a minimum the information requested on the corrosion protection required information handout SBD-10116-P.
4. When using the AST containment (dike) *as the method of vehicle protection* the following criteria apply, and must be indicated on the plans:
  - a) The containment must be of single pour construction.  
Construction specifications must be provided to include but not limited to: concrete mix, reinforcement, and all dimensions.
  - b) The tank must be located two feet from containment walls.
  - c) The tank enclosure (fence) is required.
  - d) A means of allowing for system motion upon impact should be provided to protect product pipe and electrical conduits from stress or breakage. This can be accomplished through the installation of flexible electric couplings and product pipe shear sections. All components installed must be indicated on the plans.
  - e) Containment approved for collision protection with a one foot setback within the dike, must show all components required by the Material Approval. The Material Approval Number must also be provided.
5. The use of a masonry block containment is not allowed unless a liner with a Material Approval is installed and the approval number provided.
6. Please verify all fees **remember**, the minimum site inspection fee is \$100.00. All fees apply, (e.g. a repipe along with an overfill upgrade requires the standard repipe fee plus the upgrade fee).
7. All Phase I and Phase II vapor recovery applications for new and existing sites must meet the minimum requirements of the vapor recovery required information handout SBD-10024-P.
8. Submittals for Phase II installations or upgrades should be clearly indicated on the application form and the plan, as there is no place to check it on the application form.
9. Plot plans must indicate lot lines. If a lot is too large for a 1"= 20' scale then use a larger scale on page one indicating the proposed location and referencing to page two and so on.
10. Submittals that are more than one page per packet must have the pages referenced, numbered, in order, and preferably all right side up. Each packet should be the same so that the plan submittal retained by the state matches the ones returned and sent to the inspector.
11. Please remember to put your name and the location name on all pages of plans submitted, this will assist us if the application and plans become separated. The same applies to checks: the name of the site on the check/stub could eliminate a lot of searching.
12. Many applications are still lacking Material Approval Numbers. Failure to include required numbers will result in plans being returned or held for additional information and fees. Verify that equipment specified is approved for proposed use.
13. Please note in scope of work if the site is retail or non-retail. Retail is any site that sells fuel regardless if it is open to the general public or turns a profit. This is especially important with AST installations and the required dispenser setbacks at retail sites.
14. State Tank Identification numbers **must be provided** with **all** upgrade submittals. These numbers may be placed on the plan next to the tanks, or on the application form next to respective tank specifications.

16. **All** submittals **must** include a scope of work. This explanation is especially important on plan revisions. Old plans will not be pulled to determine revisions. Plans will be held for additional information and an additional fee will be charged.

**Failure to provide the minimum information required per ILHR 10 may be cause for an application to be returned NOT APPROVED.**

Applications returned not approved shall be resubmitted with all required fees and conditionally approved prior to commencement of site work. Applications placed on hold for additional information will require an additional plan exam fee equal to that of the original application. In either case applications will be reviewed within code timelines based upon most current receipt date.

*Resubmittals do not receive priority review.*